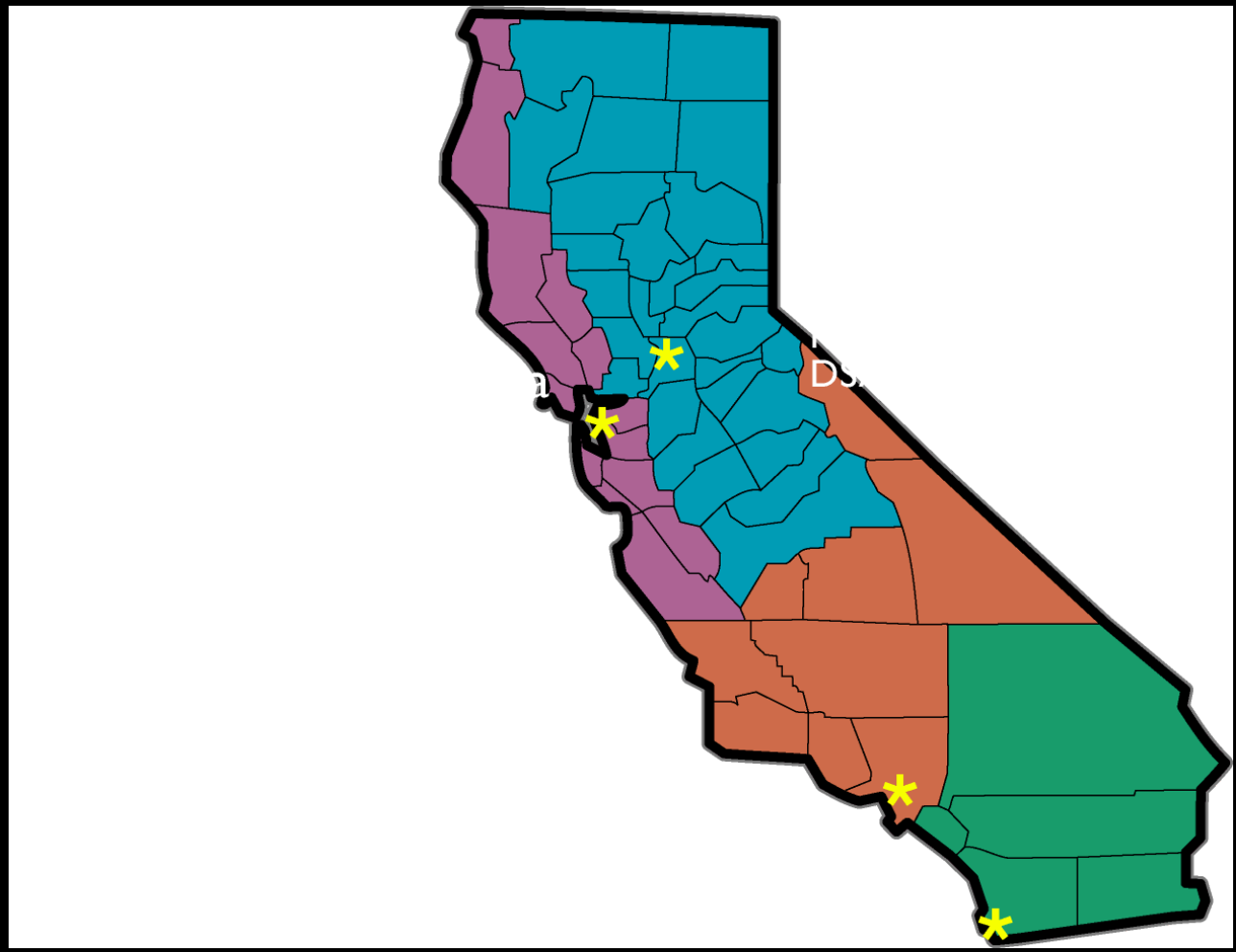
Division of the State Architect

Charter School Facilities Workshop

February 2003



DSA's Role with Your Project – 3 PHASES

- Plan Review and Approval
- Construction Oversight
- Project Closing and Certification

Projects for which DSA Review is Required

- New school buildings/associated site work
- Alterations to existing school buildings if project cost exceeds $25,000
- Construction regulated by accessibility standards if project cost exceeds $25,000

Applicable Laws and Regulations

- Statutes – Ed. Code Sec. 17280 (struct. safety), Sec. 17078.54 (charter schools) & Gov. Code Sec. 4450 (access)
- Regulations – Title 24 Parts 1 through 12

  Part 1 - Administrative

  Part 2 - Building Code

  Parts 3, 4, 5, 6 – Electrical, Mechanical, Plumbing & Energy Codes

Use of Existing Non-School Buildings

- Regulations are being written.
- Anticipated effective date is May 1, 2003
- Requires equivalent level of safety as new construction

Scope of DSA's Review

- DSA concentrates its review of design for compliance with building regulations on:

  - Structural Safety (SS)

  - Fire & Life Safety (FLS)

  - Accessibility (AC)

- All of the design including electrical, mechanical, plumbing must comply with the regulations

Preliminary Review for Large Projects and Use of Existing Buildings

- Recommended – *not* required
- Should take place e*arly* in the design phase – during design development
- Contact DSA Regional Office to schedule
- Identify design problems prior to completion of plans - *saves time !*

STEP 1 - Submitting Plans to DSA

- ***Complete*** plans & specifications (3 sets)
- Geologic Hazards Report & Soils Report
- Structural Calculations
- Site drawing signed by local fire authority fire access, gates, fire flow, and hydrants

Submittal Requirements

CONTINUED

- Site plan to show “Path of Travel” for site and building accessibility
- Energy compliance documentation
- DSA Application Form (DSA-1)
- Fees - based on estimated construction cost

STEP 2 - Plan Review

- Plans reviewed by next available plan reviewer (for each of three disciplines)
- Plans reviewed in order received
- 3 concurrent reviews are conducted:

  Structural - structural engineer

  Fire & Life Safety - fire & life-safety officer

  Accessibility - access compliance reviewer

STEP 3 - Reviewed Plans Returned to Architect

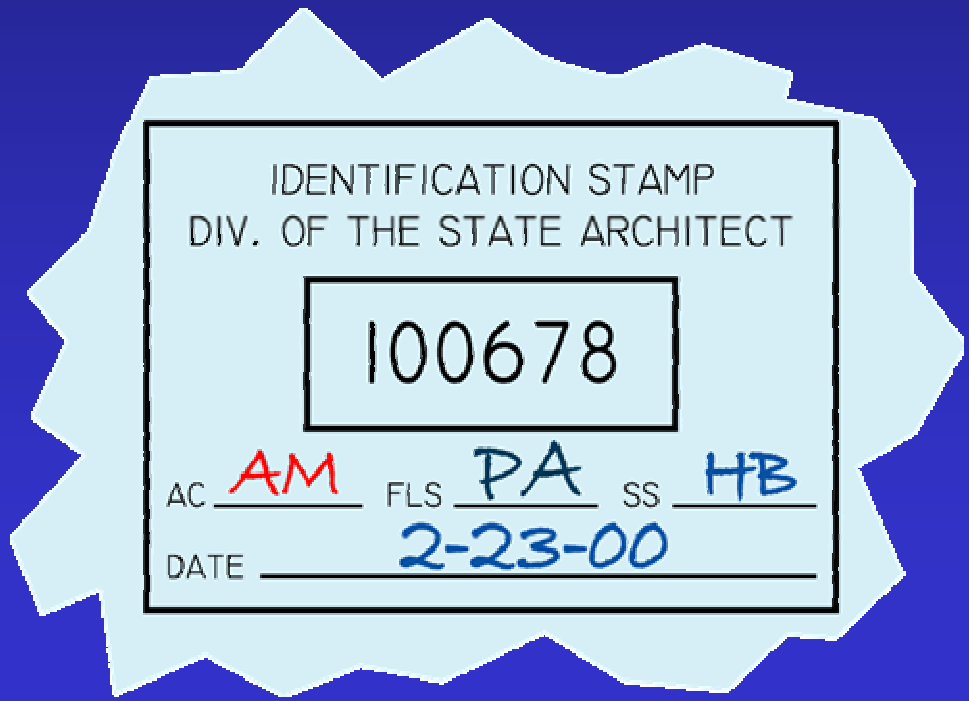
- Each of three “checksets” (SS, FLS, AC) returned to Architect when completed
- DSA Website “TRACKER” indicates status of each review (SS, FLS, AC)
- Architects and Engineers arrange drawings as necessary in response to DSA’s comments.

STEP 4 - "Backcheck" and Approval of Plans

- Architect schedules "backcheck" appointment at DSA (SS, FLS & AC)
- Architect and consultants bring amended tracings and checksets to backcheck
- Architect and consultants must provide experienced staff at the backcheck

Approval of Plans & Specs

- DSA staff reviews tracings and 3 checksets with the architect & engineers
- When backcheck is done, SS, FLS, AC initial & date DSA Identification Stamp



DSA's Webpage

www.dsa.dgs.ca.gov

- Project Status – "TRACKER"
- Submittal Guidelines
- DSA's Publications and Forms
- DSA's Inspector and Lab Programs
- Contact information

The Project Inspector and Test Laboratory

- District and Architect select *DSA Certified* Project inspector - requires *DSA Approval*
- Project Inspector must be *DSA Approved* for each individual project - Form DSA-5
- Refer to DSA IR A-7 and IR A-8: DSA website → Publications → Interpretations
- District and Architect must select a DSA approved (LEA) testing laboratory

Architect's Responsibilities

- Interview and approve the project inspector, monitor during construction
- Administer materials testing program
- Visit the project & observe construction
- Issue clarifications requested by inspector
- Obtain DSA approval for *all* changes *prior* to implementation

Project Inspector's Responsibilities

- Provide personal complete inspection of all construction using DSA approved plans
- Monitor tests and special inspections
- Notify contractor, architect, and DSA of deviations in work from approved plans
- File Semi-Monthly Reports

Contractor's Responsibilities

- Follow DSA-approved documents
- Notify inspector of any work scheduled
- Requests for clarification of plans (as required) go through inspector to architect
- Promptly correct deviations from plans

DSA Field Engineer's Responsibilities

- Approve inspectors for each project
- Visit construction site, write *field trip note*
- Approve changes to DSA-stamped plans
- Review inspection and test reports
- Evaluate inspector's performance